

NOTICE OF CONTRACTING OPPORTUNITY AND  
APPLICATION FOR NAVY CONTRACT POSITIONS  
INTERVENTIONAL RADIOLOGIST  
OCTOBER 9, 2001

I. IMPORTANT INFORMATION: CUTOFF DATE AND TIME FOR RECEIPT OF APPLICATION IS 1500 EST (3:00 PM EST) ON OR BEFORE OCTOBER 23, 2001. SEND APPLICATION TO THE FOLLOWING ADDRESS:

Naval Medical Logistics Command  
Acquisition Management Department  
1681 Nelson Street, Attn: Code 02 (Ms. Kathyann Guertin)  
Fort Detrick, Frederick, MD 21702-9203

**A. NOTICE.** The position is for an individual Interventional Radiologist. Applications from companies or corporations will not be considered. Applications from active duty Navy personnel who will be leaving Naval service, civilian employees of the Navy, or persons currently performing medical services under other Navy contracts will be considered.

**B. POSITION SYNOPSIS.** The Government is seeking to place under contract, an individual who holds a current, unrestricted license to practice medicine in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and is Board Certified in Radiology. You must also have additional certification (e.g., Certificate of Added Qualifications by the American Board of Radiology; or Subspecialty Certification by the American Osteopathic College of Radiology) in Vascular and Interventional Radiology. You must (1) meet all the requirements contained herein; (2) obtain and maintain delineated clinical privileges; and (3) competitively bid for the contract.

You shall serve as an Interventional Radiologist providing care and services to inpatients and outpatients for the Radiology Department located in the Naval Medical Center, Portsmouth, VA.

You shall normally provide services Monday through Friday for an 8.5 hour shift (to include an uncompensated .5 hour for lunch) during the department's full service hours of 0800 to 1630 Monday – Friday. Your normal duty hours shall not exceed 160 hours per 4-week period. You shall not be required to provide services on the following 10 Federal holidays: New Year's Day, Martin Luther King's Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day, with the exception of providing on-call services which may occur on a holiday. When required, to ensure completion of services that extend beyond the normal close of business, you shall remain on duty in excess of the scheduled shift. You shall be given an equal amount of compensatory time to be scheduled upon mutual agreement of you and the Commanding Officer. You shall arrive for each scheduled shift in a well rested condition and shall have had at least six hours of rest from all other duties as an Interventional Radiologist.

Additionally, you shall equitably share general radiology and angiography/interventional radiology call coverage with other departmental radiologists. These services shall include performance or direct supervision of emergency diagnostic and therapeutic interventional radiologic procedures. On-call services begin at the end of the normal workday (1630 hours) during the workweek and shall continue until commencement of the following workday (0800 hours). Weekend coverage begins at the close of the workday Friday until commencement of the workday Monday, unless the weekend incorporates a holiday on Monday or Friday. In case of a 3-day weekend of this type, call coverage will extend from close of the preceding workday until the beginning of the first following workday. You shall normally provide general radiology call for up to 1 to 3 days per month. You shall normally provide angiography/interventional radiology call up to 2 to 3 times per month for a 1-week period each time; historical data indicates that the

angiography on-call physician responds to an average of 3 to 4 calls per on-call week, and calls requiring that the physician present to the medical facility occur on an average of 2 or 3 occasions per on-call week. General radiology call and angiography/interventional radiology call may or may not be concurrent. On-call service requirements are variable and depend on the current level of radiologist staff and their availability to share on-call services. The on-call schedule will be provided 1 month in advance. Amounts and types of on-call coverage will vary in accordance with staffing levels. An increase in angiography/interventional radiology call will generally be accompanied by a decrease in general radiology call and vice versa.

You shall be assigned an average of 5 shifts per week inclusive of routine shifts, general call shifts, and authorized leave. The total number of shifts assigned (e.g., routine and general call) shall not exceed 20 per 4-week period and normally shall range from eight to eleven shifts per 2-week period. Your routine shifts and general call shifts will be assigned by the Radiology Department Head, or his/her designated representative and will vary, based upon established departmental procedures to distribute work in a reasonable and equitable fashion.

You will be provided with a laptop computer (or equivalent) furnished by the Government, to facilitate provision of on-call services. If paged, you shall respond by telephone within 30 minutes to the MTF. Depending upon the nature of the on-call request, you will either be required to report to the MTF, or stand-by at home, to receive and interpret radiographic images transmitted via laptop computer (or equivalent) and report findings to the MTF.

You shall accrue 10 hours of paid leave (i.e. vacation and sick leave) per 2-week period. You shall be fully compensated for these periods of authorized leave. Additionally, it is agreed that you shall be free of all on-call responsibilities (general and interventional on-call) at least 1 weekend per 4-week period.

Additionally, you shall be allotted up to 10 days annually for professional training (e.g., attendance to CME's). All costs associated with professional training (CME's) shall be borne by the contractor. Any changes in the schedule, including time off for attendance at professional training, shall be coordinated between you and the Government with prior notification to the Radiology Service Line Leader or his/her authorized representative. The Government will adjust your schedule accordingly. If the Government terminates the contract or declines to exercise the option to renew, you shall be provided the opportunity to use any accrued paid leave. Leave without Pay (LWOP) may be granted after all paid leave has been exhausted for unusual and compelling circumstances (e.g. pregnancy) at the discretion of the Commanding Officer.

This position is for a period beginning from the start date (a date agreed upon by the successful applicant and the Government) through 30 September of the same fiscal year with options to extend the contract for a total of 5 years. The contract will be renewable each year at the option of the Navy.

## **II. STATEMENT OF WORK**

**A.** The use of the term "Commanding Officer" means Commander, Naval Medical Center Portsmouth VA, or his/her designated representative (e.g. Department Head, Radiology Service Line Leader).

**B. THE RADIOLOGIST AS A PERSONAL SERVANT.** The services you are providing under this contract shall be rendered as personal services for the Navy, performing an agency function by providing direct medical care required by the Navy for its health care beneficiaries. Prior to performance of services, you shall submit to the technical liaison credentialing documents as required. Your activities shall be subject to day-to-day supervision and control by Navy personnel in a manner comparable to the supervision and control exercised over Navy uniformed and civil service personnel engaged in comparable work. The term "supervision and control" is defined as that process by which one receives technical guidance, direction, and approval with regard to an element of work or a series of tasks within the requirements of the contract. It is the intent of the parties that this personal services contract create an employer-employee relationship between you and the Navy. Accordingly, personal injury claims alleging negligence by you

within the scope of your performance of this contract shall be processed as claims alleging negligence by DoD military or civil service employees. **You are not required to maintain medical liability insurance.**

**C. DUTIES AND RESPONSIBILITIES.** You shall perform a full range of Interventional Radiologist services for inpatients and outpatients in support of the Radiology Service Line using government furnished supplies, facilities and equipment within the assigned unit of the MTF. Your productivity is expected to be comparable to that of other individuals performing similar services. You shall perform the following duties:

1. Provide a full range of interventional radiology services to include basic and advanced routine and specialized radiographic procedures in accordance with the privileges as outlined in BUMED Credentialing Instruction 6320.66C and those privileges granted by the MTF Commanding Officer (See Attachment).
2. Perform and interpret all types of advanced specialized radiographic and interventional radiologic procedures, including but not limited to: image guided biopsies using fluoroscopy; CT or ultrasound of deep solid masses or organs; pulmonary biopsies; puncture and drainage of fluid collection and abscesses; percutaneous biliary drainage; percutaneous nephrostomy and subsequent drainage; angiography; angioplasty; caval filter placements; lymphangiography; vascular stent replacement; and transjugular intrahepatic portosystem shunts (TIPS).
3. Perform and interpret myelograms of the cervical, lumbar and thoracic spine using fluoroscopic guidance.
4. Perform and interpret arthrograms.
5. Interpret a variety of routine and advanced nuclear medicine studies.
6. Provide on-call radiology services (general and angiography/interventional) in person or receive transmissions of radiographic images via government furnished equipment at a remote location from the MTF, make interpretation(s), and notify MTF of findings. Provide urgent or emergent interventional radiology services including procedures and expert consultation for the general diagnostic radiologists on call.
7. Prescribe and dispense medications as delineated by the Pharmacy and Therapeutics Committee.
8. Promote preventive and health maintenance care, including annual physicals, positive health behaviors, and self-care skills through education and counseling.
9. Demonstrate awareness and sensitivity to patient/significant others' rights, as identified within the institution.
10. Demonstrate awareness of legal issues in all aspects of patient care and unit function and strive to manage situations in a reduced risk manner.
11. Participate in peer review and performance improvement activities.
12. Demonstrate appropriate delegation of tasks and duties in the direction and coordination of health care team members, patient care, and clinic activities.
13. Provide training and/or direction as applicable to supporting Government employees (i.e., hospital corpsmen, students, etc.) assigned to you during the performance of duties.
14. Provide radiology training to radiology residents.
15. Maintain an awareness of responsibility and accountability for own professional practice.

16. Participate in continuing education to meet own professional growth.
17. Participate in the provision of in-service training to clinic staff members.
18. Attend annual renewal of hospital provided annual training such as family advocacy, disaster training, infection control, sexual harassment, and blood-borne pathogens.
19. Participate in monthly meetings to review and evaluate the care provided to patients, identify opportunities to improve the care delivered, and recommend corrective action when problems exist. Should a meeting occur outside of your regular working hours, you shall be required to read and initial the minutes of the meeting.
20. Participate in the implementation of the Family Advocacy Program as directed. Participation shall include, but not be limited to, appropriate medical examination, documentation, and reporting.
21. Perform limited administrative duties which include maintaining statistical records of your workload, operate and manipulate automated systems such as Composite Health Care System (CHCS), participating in education programs, and participating in clinical staff quality assurance functions and Process Action Teams, as prescribed by the Commanding Officer.
22. Perform technical duties including developing CT and MRI scanning protocols and advanced imaging equipment procurement and evaluation.

**D. MINIMUM PERSONNEL QUALIFICATIONS.** To be qualified for the position you must:

1. Possess a Doctorate Degree in Medicine from an accredited institution approved by the Liaison Committee on Medical Education and Hospitals of the American Medical Association, a Doctorate Degree in Osteopathy from a college accredited by the American Osteopathic Association, or permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG).
2. Have completed a residency training program in Radiology approved by the Accreditation Council for Graduate Medical Education or the Committee on Postdoctoral Training of the American Osteopathic Association or those Canadian training programs approved by the Royal College of Physicians and Surgeons of Canada or other appropriate Canadian medical authority.
3. Possess Board Certification in Radiology.
4. Possess a Certificate of Added Qualifications in Vascular and Interventional Radiology from the American Board of Radiology or Subspecialty Certification in Vascular and Interventional Radiology from the American Osteopathic College of Radiology.
5. Possess a current, unrestricted license to practice medicine in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands.
6. Have documentation of current Drug Enforcement Agency (DEA) number.
7. Possess current certification in Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS).
8. Have at least 12 months experience within the preceding 36 months as a Interventional Radiologist in a setting of similar size and complexity.
9. Be eligible for U.S. employment.
10. Provide two letters of recommendation written within the last two years attesting to your clinical skills. Recommendation letters shall attest to the quality and quantity of your experience and shall include the

name, title, phone number, date of reference, address and signature of the individual providing the reference.

11. Represent an acceptable malpractice risk to the Navy.
12. Submit a fair and reasonable price, which has been accepted by the Government.

**E. FACTORS TO BE USED IN A CONTRACT AWARD DECISION.** If you meet the minimum qualifications listed in the paragraph above entitled "Minimum Personnel Qualifications" you will be ranked against all other qualified candidates using the following criteria, listed in descending order of importance. The "Personal Qualification Sheet," Letters of Recommendation and the DD 214 (if you possess prior military services) shall be used to evaluate these items.

1. Quantity and quality of experience as an Interventional Radiologist.
2. Academic or research experience including basic or applied research and publications and adjunct academic appointments.
3. Letters of recommendation required in item D.10, above, may enhance your ranking if they address such items as clinical skills, professionalism, or specific areas of expertise, etc.
4. Total Continuing Medical Education (CME) hours.
5. Experience in a DOD medical facility.

**F. INSTRUCTIONS FOR COMPLETING THE APPLICATION.** To be qualified for this contract position, you must submit the following:

1. \_\_\_\_\_ Two copies of a completed, "Personal Qualifications Sheet" (Attachment 1)
2. \_\_\_\_\_ A completed Pricing Sheet (Attachment 2)
3. \_\_\_\_\_ Two copies of employment eligibility documentation (Attachment 3)
4. \_\_\_\_\_ A completed CCR Application Confirmation Sheet (Attachment 4)
5. \_\_\_\_\_ A completed Small Business Program Representations Form (Attachment 5)
5. \_\_\_\_\_ Two letters of recommendation per paragraph D.10. above.

**G. OTHER INFORMATION FOR OFFERORS.**

After your application is reviewed, the Government will do at least one of the following: (1) Call you to negotiate your price, (2) Ask you to submit additional papers to ensure you are qualified for the position, (3) Send you a letter to tell you that you are either not qualified for the position or that you are not the highest qualified individual, or (4) Make contract award from your application. If you are the successful applicant, the contracting officer will mail to you a formal government contract for your signature. This contract will record the negotiated price, your promise to perform the work described above, how you will be paid, how and by whom you will be supervised, and other rights and obligations of you and the Navy. Since this will be a legally binding document, you should review it carefully before you sign.

Upon award, an Individual Credentials File (ICF) shall be completed prior to performance of services. Completed ICF must be forwarded 30 days prior to performance of duties to the MTF's Professional Affairs Department. The ICF, maintained at the MTF, contains specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and current competence as compared to specialty-specific criteria regarding eligibility for defined scopes of health care services. BUMED Instruction 6320.66C (or current version) detail the ICF requirements. A copy of this instruction may be obtained from the World Wide Web at: <http://www-nmlc.med.navy.mil/Code02/contractorinfo.htm>. If individual clinical privileges have been summarily suspended pending an investigation into questions of professional ethics or conduct, your performance

under this contract may be suspended until clinical privileges are reinstated. No reimbursement shall be made and no other compensation shall accrue to you so long as performance is suspended. The denial, suspension, limitation, or revocation of clinical privileges based upon practitioner impairment or misconduct shall be reported to the appropriate authorities.

As of June 30, 1998, all contractors must be registered in the Central Contractor Registration (CCR) as a prerequisite to receiving a Department of Defense (DoD) contract. Please see Attachment 4 for additional information. Normally, registration completed via the Internet is accomplished within 48 hours. Registration of an applicant submitting an application through the mail or via facsimile may take up to 30 days. Therefore, you are encouraged to apply for registration immediately upon receipt of the RP. Any contractor who is not registered in CCR will NOT get paid. You may register in the CCR through the World Wide Web at <http://www.ccr.gov>

A complete, sample contract is available upon request.

Any questions must be directed to Ms. Kathyann Guertin who may be reached at (301) 619-2464 or via e-mail [kguertin@us.med.navy.mil](mailto:kguertin@us.med.navy.mil).

We look forward to receiving your application.

ATTACHMENT 1

PERSONAL QUALIFICATIONS SHEET – INTERVENTIONAL RADIOLOGIST

1. Every item on the Personal Qualifications Sheet must be addressed. Please sign and date where indicated. Any additional information required may be provided on a separate sheet of paper (indicate by number and section the question(s) to be addressed).
2. The information you provide will be used to determine your acceptability based on Section D of the solicitation. **In addition to the Personal Qualifications Sheet, please submit three letters of recommendation as described in Item X. of this Sheet.**
3. After contract award, all of the information you provide will be verified during the credentialing process. At that time, you will be required to provide the following documentation verifying your qualifications: Professional Education Degree, Release of Information, Personal and Professional Information Sheet for Privileged Providers, all medical licenses held within the preceding 10 years, continuing education certificates, and employment eligibility documentation. If you submit false information, the following actions may occur:
  - a) **Your contract may be terminated for default. This action may initiate the suspension and debarment process, which could result in the determination that you are no longer eligible for future Government contracts.**
  - b) You may lose your clinical privileges. If that occurs, an adverse credentialing action report will be forwarded to your State licensing bureau and the National Practitioners Databank.
4. Health Certification. Individuals providing services under Government contracts are required to undergo a physical exam 60 days prior to beginning work. The exam is not required prior to award but is required prior to the performance of services under contract. By signing this form, you have acknowledged this requirement.

5. Practice Information:

- |  | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 1. Have you ever been the subject of a malpractice claim?<br>(indicate final disposition of case in comments)          | ___        | ___       |
| 2. Have you ever been a defendant in a felony or misdemeanor case?<br>(indicate final disposition of case in comments) | ___        | ___       |
| 3. Has your license to practice or DEA certification ever been revoked<br>or restricted in any state?                  | ___        | ___       |

If any of the above is answered "yes" attach a detailed explanation. Specifically address the disposition of the claim or charges for numbers 1 and 2 above, and the State of the revocation for number 3 above.

PRIVACY ACT STATEMENT

Under 5 U.S.C. 552a and Executive Order 9397, the information provided on this page and the Personal Qualifications Sheet is requested for use in the consideration of a contract; disclosure of the information is voluntary; failure to provide information may result in the denial of the opportunity to enter into a contract.

\_\_\_\_\_  
(Signature)                      \_\_\_\_\_(mm/dd/yy)  
(Date)

I. General Information

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
                     Last                      First                      Middle

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
                     \_\_\_\_\_  
                     \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

**Medical Information**

**YES    NO**

- |  |       |       |
|--|-------|-------|
| 1. Do you have any physical or mental impairment that could limit your clinical practice?  | _____ | _____ |
| 2. Have you been hospitalized for any reason during the past 5 years?  | _____ | _____ |
| 3. Are you currently receiving or have you ever received formal mental health therapy or treatment?                                    | _____ | _____ |
| 4. Are you currently receiving, or have you in the past ever received, treatment or therapy for any alcohol or drug-related condition? | _____ | _____ |
| 5. Have you ever been unlawfully involved in the use of controlled substances?   | _____ | _____ |

**II.     Professional Education**

**A. Medical School (Section D, Item 1):**

a. Name of Accredited School:	Date of Training (From)      (To)
_____	_____      _____

b. Type of Degree: \_\_\_\_\_

c. Location and Address of School:  
       \_\_\_\_\_  
       \_\_\_\_\_  
       \_\_\_\_\_

**B. Residency Training (Section D, Item 2):**

a. Name of Accredited School:	
_____	
b. Residency (Specialty):	Date of Training (From)      (To)
_____	_____      _____

c. Location and Address of School:  
       \_\_\_\_\_  
       \_\_\_\_\_  
       \_\_\_\_\_

**III.     Board Certification (Section D, Item 3):**

\_\_\_\_\_



Date of Certification (mm/dd/yy)

**IV. Certificate of Added Qualifications or Subspecialty Certification (Section D, Item 4):**

\_\_\_\_\_  
Certification Date of Certification (mm/dd/yy)

**V. Professional Licensure (License must be current, valid, and unrestricted) (Section D, Item 5):**

\_\_\_\_ (State) Date of Expiration: \_\_\_\_\_ (mm/dd/yy)

\_\_\_\_ (State) Date of Expiration: \_\_\_\_\_ (mm/dd/yy)

\_\_\_\_ (State) Date of Expiration: \_\_\_\_\_ (mm/dd/yy)

**VI. DEA Certification (Section D, Item 6):**

\_\_\_\_ DEA Number Date of Expiration: \_\_\_\_\_  
(mm/dd/yy)

**VII. Medical Certification: This should include BLS, ACLS, etc. (Section D, Item 7).**

Type of Certification and Date of Certification or Expiration : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**VIII. Professional Employment (Section D, Item 8 and Factor for Award):** List your current and preceding employers. Provide dates as month/year.

<u>Name and Address of Present Employer</u>	<u>From</u>	<u>To</u>
(1) _____		
_____		
_____		

	<u>From</u>	<u>To</u>
(2) _____		
_____		
_____		

	<u>From</u>	<u>To</u>
(3) _____		
_____		
_____		

Are you are currently employed on a Navy contract? If so where is your current contract and what is the position? \_\_\_\_\_

When does the contract expire? \_\_\_\_\_

**IX. Continuing Education (Factor for Award):**

Title of Course	From	To	CE Hours
_____			
_____			
_____			
_____			
_____			

**X. Employment Eligibility (Section D, Item 9):**

	<b><u>Yes</u></b>	<b><u>No</u></b>
Do you meet the requirements for U.S. Employment Eligibility?	_____	_____

**XI. Professional References (Section D, Item 10)**

Provide two letters of recommendation written within the last two years attesting to your clinical skills. Recommendation letters shall attest to the quality and quantity of your experience and shall include the name, title, phone number, date of reference, address and signature of the individual providing the reference.

**XII. Academic Research/Appointments (Factor for Award).**

\_\_\_\_\_  
\_\_\_\_\_

**XIII. Experience in a DoD Facility (Factor for Award).**

Name and Location of Facility:	Date(s):
_____	_____
_____	_____
_____	_____

**XIV. Additional Information:**

Provide any additional information you feel may enhance your ranking based on Section E. Factors to be Used in a Contract Award Decision, such as your resume, curriculum vitae, commendations or documentation of any awards you may have received, etc.

**XV. I hereby certify the above information to be true and accurate:**

_____	_____ (mm/dd/yy)
(Signature)	(Date)

**PRICING SHEET****PERIOD OF PERFORMANCE**

Services are required from 01 Jan 2002 through 30 September 2002. The Contracting Officer reserves the right to adjust the start and end dates of performance to meet the actual contract start date. Services may also be extended by exercise of Option Periods.

**PRICING INFORMATION**

- (a) Hourly Rates: Insert the price per hour that you want the Navy to pay you. You may want to consider inflation rates when pricing the option period. The Government will award a contract that is neither too high nor too low. Your price would be high enough to retain your services but not so high as to be out of line when compared to the salaries of other Interventional Radiologists in the Portsmouth, VA area. Please note that if you are awarded a Government contract position, you will be responsible for paying all federal, state and, local taxes. The Navy does not withhold any taxes. Your proposed prices should include the amount you will pay in taxes.
- (b) Liability Insurance: Before commencing work under a contract, you shall obtain the following required levels of insurance at your own expense: (a) General Liability - Bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence, and (b) Automobile Liability - Auto liability insurance written on the comprehensive form of policy. Provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.
- (c) Limitation of Payment for Personal Services: Under the provisions of 10 U.S.C 1091 and Department of Defense Instruction (DODI) 6025.5, "Personal Services Contracting" implemented 6 January 1995, the total amount of compensation paid to an individual direct health care provider in any year cannot exceed the full time equivalent annual rate specified in 10 U.S. C. 1090.

(d) Price Proposal:

<u>Line Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
0001	The offeror agrees to perform, on behalf of the Government, the duties of one Interventional Radiologist at the Naval Medical Center Portsmouth, VA in accordance with the Statement of Work				
0001AA	Base Period: 01 Jan 02 through 30 Sep 02	40.0	WKS	\$_____	\$_____
0001AB	Option Period I; 1 Oct 02 through 30 Sep 03	52.2	WKS	\$_____	\$_____
0001AC	Option Period II; 1 Oct 03 through 30 Sep 04	52.4	WKS	\$_____	\$_____
0001AD	Option Period III; 1 Oct 04 through 30 Sep 05	52.2	WKS	\$_____	\$_____
0001AE	Option Period IV; 1 Oct 05 through 30 Sep 06	52.0	WKS	\$_____	\$_____
0001AE	Option Period V; 1 Oct 06 through 30 Dec 06	13.0	WKS	\$_____	\$_____
Printed Name	_____				
Signature	_____		Date	_____	

ATTACHMENT 3

LISTS OF ACCEPTABLE DOCUMENTS  
SUBMIT ONE FROM LIST A

LIST A

Documents that Establish Both Identity and Employment Eligibility

1. U. S. Passport (unexpired or expired)
2. Certificate of U. S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization.
5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
6. Unexpired Temporary Resident Card (INS Form I-688)
7. Unexpired Employment Authorization Card (INS Form I-688A)
8. Unexpired Reentry Permit (INS Form I-327)
9. Unexpired Refugee Travel Document (INS Form I-571)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-698B)

OR SUBMIT ONE FROM LIST B AND ONE FROM LIST C

LIST B

Documents that Establish Identity  
Eligibility

1. Driver's license or ID card issued by a state or outlying than a possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
2. ID card issued by federal, state or local government agencies of entitles provided it contains a photograph or information such as name, date of birth, sex height, eye color, and address
3. School ID card with a photograph

LIST C

Documents that Establish Employment

1. U.S. social security card issued by the Social Security Administration (other card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county,

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4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependant's ID Card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above;

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

municipal authority or outlying possession of the United States bearing an official seal

4. Native American Tribal document
5. U.S. Citizen ID Card (INS Form I-197)
6. ID Card for use of Resident Citizen in the United States (INS Form I-179)
7. Unexpired employment authorization document issued by the INS (other than those listed under List a).

ATTACHMENT 4

**CENTRAL CONTRACTOR REGISTRATION APPLICATION  
CONFIRMATION SHEET**

As of June 1, 1998 all contractors must be registered in the Central Contractor Registration (CCR) as a prerequisite to receiving the Department of Defense (DoD) contract.

Registration through the World Wide Web is preferred. The Web address is <http://www.ccr.gov>. If you do not have internet access, please contact the CCR Assistance Center at 1-888-227-2423.

In order to register with the CCR you are required to obtain a DUNS number from Dun & Bradstreet. Please contact Dun & Bradstreet at 1-800-333-0505 to request a number or request the number via internet at <http://www.dnb.com>.

Complete the following and submit with initial offer:

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**CENTRAL CONTRACTOR REGISTRATION INFORMATION:**

Date CCR application was submitted: \_\_\_\_\_

Assigned DUN & BRADSTREET #: \_\_\_\_\_

Assigned CAGE Code: \_\_\_\_\_

## ATTACHMENT 5

### SMALL BUSINESS PROGRAM REPRESENTATIONS

As stated in paragraph I.A. of this application this position is set-aside for individuals. As an individual you are considered a Small Business for statistical purposes. If you are female, you are considered a woman-owned small business. If you belong to one of the racial or ethnic groups in section B, you are considered a small disadvantaged business. To obtain further statistical information on Women-owned and Small Disadvantaged Businesses you are requested to provide the additional information requested below.

NOTE: This information will not be used in the selection process nor will any benefit be received by an individual based on the information provided.

Check as applicable:

#### Section A.

- ☐ ( ) The offeror represents for general statistical purposes that it is a woman-owned small business concern.
- ☐ ( ) The offeror represents, for general statistical purposes, that it is a small disadvantaged business concern as defined below.
- ☐ ( ) The offeror represents for general statistical purposes that it is a service disabled veteran owned small business.

#### Section B

[Complete if offeror represented itself as disadvantaged in this provision.] The offeror shall check the category in which its ownership falls:

- ☐ Black American.
- ☐ Hispanic American.
- ☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).
- ☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).
- ☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

Offeror's Name : \_\_\_\_\_

Notice of Contracting Opportunity No.: \_\_\_\_\_